



🏠 **Melbourn Parish Council**
Melbourn Community Hub
30 High Street
Melbourn
SG8 6DZ

👤 Abi Williams, Clerk
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19 March 2025

Dear Councillor

You are hereby summoned to attend the Parish Council Meeting to be held on **Monday 24 March 2025 at 7.30pm** in the **Austen room, Community Hub**, 30 High Street, Melbourn, SG8 6DZ for the purpose of transacting the following business:

To Members of the Public and Press

You are hereby invited to attend the Parish Council Meeting to be held on **Monday 24 March 2025 at 7.30pm** in the **Austen room, Community Hub**, 30 High Street, Melbourn, SG8 6DZ for the purpose of transacting the following business:

Abi Williams

Clerk to the Parish Council

PARISH COUNCIL MEETING: AGENDA

PC198/25 To receive and approve apologies for absence

PC199/25 To receive any Declarations of Interest and Dispensations

Members are reminded that they are required to ensure their Declaration is updated within 28 days of any change in circumstances.

- a) To receive declarations of interest from councillors on items on the agenda
- b) To receive written requests for dispensations for disclosable pecuniary interests (if any)
- c) To grant any requests for dispensation as appropriate

PC200/25 Public Participation: (For up to 15 minutes members of the public may contribute their views and comments and questions to the Parish Council – 3 minutes per item). Written responses to questions raised will be made by the Parish Office within 14 days of the date of this meeting.

PC201/25 To approve the minutes of the Parish Council meeting held on 24 February 2025

PC202/25 To report back on the minutes of the Parish Council meeting on 24 February 2025

PC203/25 Chair's Announcements

PC204/25 To receive reports from the District and County Cllrs for Melbourn

PC205/25 Finance Matters

- a) To consider the finance report for February 2025.
- b) To consider approving invoices related to PCN at the Hub.
- c) To consider approving CAPALC affiliation fees, NALC membership and Data Protection Officer Membership Scheme for period 1 April 2025 – 31 March 2026 at a cost of £1,032.00. (*£1,021.92 2024/25*)
- d) To note Lucid (our IT Support provider) have changed security services moving from Bitdefender to Lucid Managed EDR – at an increased cost of £4 per license (previous costs for Bitdefender £2 per licence).
- e) To note 12 month term agreed for Exchange Online x 5 at a cost of £3.30 each per month running from 1 February 2025.
- f) To consider approving the approvals list for March 2025.

PC206/25 Bank reconciliations

- a) To note bank reconciliation for February 2025.

PC207/25 Governance

- a) To note office closure during upcoming Bank Holiday (18 – 21 April).
- b) To note Community Awards 2025 publicised – deadline for nominations Monday 28 April 2025, awarded at the Annual Parish Meeting on Monday 12 May 2025.

- c) To note applications for Community Benefit Grants publicised – deadline for applications Wednesday 21 May 2025, awarded on Monday 2 June 2025.
- d) To consider proposal for Annual Parish Meeting including estimate of costs associated.
- e) To consider approving recommendation from Planning Committee to move Planning Committee meeting start time from 7.30pm to 8pm.
- f) To receive updates and consider actions.

PC208/25 Correspondence

- a) To note actions in response to contact from Quintas re River Mel Solar Farm.
- b) To note invite to VE Day Commemoration Service to be held at All Saints' Church Melbourn on 8 May 2025 at 5.45pm.
- c) To receive update and consider actions.

PC209/25 Maintenance Matters

- a) To note all items from inquorate Maintenance Committee Meeting will be deferred to April 2025 or dealt with by the office and reported as appropriate.
- b) To note to formation of a joint working party between Meldreth and Melbourn Parish Council and the Community Rail Partnership to look after the station path.
- c) To note kind offer from resident to contribute £200 towards the creation and maintenance of new wildflower meadow at Stockbridge Meadows.
- d) To note report of damage to All Saints Church wall. Working with Rev Birks in regard to insurance claim.
- e) To receive updates and consider actions.

PC210/25 Planning Matters

- a) To consider proposal to spend est £200+VAT to engage with HCR Hewitsons to update on current land transfers and produce a guide for future projects.
- b) To consider approving report to be sent to developers on proposal of transfer of residential open space from Hopkins Homes to Melbourn Parish Council.
- c) To note progress with the land transfer at Greengage Rise – TP1 and conveyancing requirements to be considered by Planning Committee and recommended to Full Council.
- d) To note Orchard Gardens, The Moor, land transfer moved into practical completion phase (maintenance period of 12 months).
- e) To receive updates and consider actions.

PC211/25 Community Hub

- a) To consider renewal / transfer of PPM agreement for air conditioning units.
- b) To consider acceptance of quote for renewal of PPM agreement with MGS UK (Automatic Door service provider) at a cost of £518+VAT (£495+VAT 2024/25).
- c) To receive updates and consider actions.

PC212/25 Health, Safety, Accessibility, and Wellbeing

- a) To receive updates and consider actions.

PC213/25 Melbourn Timebank

- a) To receive the Timebank's monthly report for February.
- b) To note timebank expenses for previous period.
- c) To note expenses of £53.08 claimed against Community Allotment from £500 Community Growing Grant (£257.74 remaining).
- d) To receive any updates and consider actions.

PC214/25 To receive an update from the MAYD Joint Committee

- a) To note report from visit to Littleport Town Council.
- b) To note Connections Bus will be back at Melbourn Village College on Tuesday evenings from 22 April 2025.
- c) To receive any updates and consider actions.

PC215/25 To receive an update from the Futures Working Party

- a) To receive and updates and consider actions.

PC216/25 HR Matters

- a) To consider increase in wage rate for Litter Pickers from £11.44 to £12.21 to reflect National Minimum wage increase as of 1st April 2025.
- b) To receive and updates and consider actions.

PC217/25 Policies

- a) To consider approving formatting updates and review date of policy Document 3.04 Melbourn Parish Council Skills Audit.
- b) To consider approving review of policy Document 3.05 Melbourn Parish Council Co-option procedure.

PC218/25 To note the dates of the upcoming Parish Council meetings

- a) Planning Committee: 7 April 2025
- b) Maintenance Committee: 17 April 2025
- c) Finance & Good Governance: 22 April 2025
- d) Parish Council: 28 April 2025